
CHUKA



UNIVERSITY

**UNIVERSITY EXAMINATIONS
EMBU CAMPUS**

EXAMINATION FOR THE AWARD DIPLOMA IN LEADERSHIP

LAPA 0222: PROFESSIONAL COMPETENCIES

STREAMS:

TIME: 2 HOURS

DAY/DATE: THURSDAY 13/12/2018

2.30 P.M – 4.30 P.M

INSSTRUCTIONS: Answer question one and any other two

QUESTION ONE

- (a) Competencies dealing with self management are important for every professional. List and explain the five core competencies of self management. [10 marks]
- (b) Transparency, accountability, ethics, professionalism and leadership are core values of professional competencies of public administration. Discuss each of these competencies. [10 marks]
- (c) Generally, every professional is expected to have competencies that enable them to keep the job or get a promotion. For all organizations and communities there is a set of primary tasks that competent people have to contribute to all the time. Explain at least four general competencies of a professional. [8 marks]
- (d) Competency models can help organizations align their initiatives to their overall business strategy. List and explain at least five benefits of competence to an organization. [12 marks]

QUESTION TWO

- (a) List and explain at least FIVE essential skills of project management. [10 marks]
- (b) A good manager is a good team player hence the need to have team ,management skills. Explain at least FIVE team management skills . [5 marks]

QUESTION THREE

(a) In public administration, oral presentation skills are highly desirable to enable professional communicate the right message and application of some simple rules that will carry the day. List and explain at least FIVE simple rules for making oral presentation. [10 marks]

(b) When editing presentation content, a professional should consider simple but viral techniques in order to come up with the intended message. Explain some of the techniques applied. [5 marks]

QUESTION FOUR

(a) Decision need to be capable of being implemented whether on a personal or organization level. However, there are numerous challenges that hinder smooth decision making and implementation. List and explain at least FIVE challenges. [10 marks]

(b) Decision making involves the process of choosing between two or more courses of action. State at least FIVE skills that a leader is required to apply in decision making. [5

marks]

QUESTION FIVE

(a) As a young professional growing in your career requires certain habits that will enhance your career development and create job opportunities. List and explain at least five habits. [10 marks]

(b) What does it mean to have team management skills and what are some of the team management skills. [5 marks]